



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE ASSISTANT (G)

\$1,846 – \$2,465

EXECUTIVE OFFICE

SACRAMENTO

The Department of Insurance is seeking an Office Assistant (General) to serve as support staff to the Executive Staff in the Commissioner's Executive Office and backup to the front desk receptionist. The successful candidate must have excellent public contact skills, good organizational skills and the ability to handle multiple tasks.

RESPONSIBILITIES:

The incumbent will perform a variety of general clerical duties such as: maintain, update and distribute office procedures; assist in setting up meetings, organize meeting materials, gather data, reproduction of documents and organize binders; back-up person to the front desk receptionist; monitor, record and input attendance; maintain and update filing systems; order supplies and keep track of inventory.

DESIRED QUALIFICATIONS:

The successful candidate must possess good oral and written communication skills, excellent interpersonal skills, and a demonstrated ability to exercise tact, diplomacy and good judgement at all times. Dependability, initiative, resourcefulness, and the ability to follow oral and written directions, and work cooperatively with others are also essential. Telephone and receptionist experience preferred.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Assistant level, those within transfer range or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed, however, only the most qualified candidates will be interviewed. Applicants currently on SROA or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, Training and Development, reinstatement or list eligibility) on the state application.*

APPLICATION PROCEDURE:

Send a standard State of California application to Christopher Flora, Department of Insurance - Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. ***Please indicate "Office Assistant #101-1441-003" on the State application.*** For additional information, please call (916) 492-3260.

FINAL FILING DATE: MAY 25, 2001 or until filled

NOTE: Interested individuals, including list eligibles, must submit application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

TC 5/15/2001